



**JWC VACANCY**  
**NOTICE 260735**

**Job Title:** Staff Officer (EX Resource Manager - Civilian)/  
Manager (Setting/Scenario Development)

*Please note that the JWC is currently trialling a new organizational structure. Consequently, reporting lines, job titles, functional alignments and some duties may differ slightly from those outlined in the vacancy notice.*




**NATO Body:** Joint Warfare Centre (JWC)  
**Primary Location:** Stavanger, Norway  
**Schedule:** Full-Time  
**Salary (Pay Basis):** 115,763. NOK Monthly  
**Grade:** A3/G17  
**Clearance Level:** NATO Secret (NS)

**Application Deadline:** 17 May 2026

**Description**

We are looking for an **Exercises Resource Manager** to join our civilian workforce and support the planning and execution of NATO's major training exercises and projects, providing critical expertise in resource management.

In this role, you will manage and coordinate resources for high-visibility, multinational exercises — working across diverse teams and stakeholders to ensure seamless delivery. Your work will directly support and help drive some of NATO's most ambitious and strategically important training events and your contribution will directly support NATO's readiness and operational effectiveness.

-  International work environment in Norway
-  High-impact coordination role and Portfolio-level responsibility
-  Collaboration across NATO networks

If you bring strong coordination skills, strategic awareness, and thrive in complex dynamic environments, this is an opportunity to make a tangible impact and we encourage you to apply.

## Summary

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness.

This post provides critical expertise and management to a portfolio of projects by distributing resources to ET&I exercises/events. The incumbent will analyse and compile requirements, conduct vendor management, provide quality control, compile associated budgets and integrate contract support to exercises in an efficient and effective way.

## Principal Duties

The incumbent's duties are:

- Plans and coordinates use of workforce resources across DCOS ET&I for exercises/events. Ensures effective use of available workforce resources and contributes to long-term planning and daily operational staffing needs in line with mission requirements.
- Coordinates and develops scope, requirements and statements of work for contracts, to include, Scenario Development, Geospatial Support, CAX Support, Short-Term Operational Contracts, and any others that may be developed. Monitors work and required deliverables of external service providers and contracted production resources. This includes both short and long-term contracted service support encompassing the full 6-7 year contractual life cycle. Oversees or serves as Contracting Officer's Technical Representative for all Divisional contracts.
- Builds and maintains corporate knowledge, and enables continuity for projects to mitigate the effects of military personnel turnover, maintain programme efficiency, and provide stewardship of branch resources.
- Contributes to the preparation and execution of the JWC budget process.
- Monitors and maintains contextual cohesion across exercise products, and provides quality control and assurance, in particular for those products delivered by external or contracted production sources.
- Provides content-related milestones for the development of project plans, monitoring progress, and reporting variances; contributing to corresponding risk management activities; contributes to project-specific lessons-learned and review activities.
- Provides advice regarding resource sharing of personnel across concurrent projects, and coordinates the production of exercise content by external sources and contracted subject matter experts.
- Determines requirements, capabilities, and resources in coordination with divisional staff. Develops, monitors, and maintains project team quality standards (adherence to processes, procedures and workflows, product / performance standards).
- Contributes to lessons learned activities.
- Participates as a member of Exercise Control (EXCON) as required during exercises.
- Acts as Contracting Officer's Representative/COTR

## Essential Qualifications

### **Education/Training**

- University Degree in supply chain management, management information systems, accounting, economics, finance, business administration, public administration, operations research, project management or related discipline and 4 years post related experience,
- or
- Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.

### **Professional Experience**

- Experience in analysis of complex systems and generating Requirements
- Experience in Project and/or Programme Management
- Experience in Vendor Management

### **Language**

English – Upper Intermediate/Advanced

## Desirable Qualifications

### **Professional Experience**

- Experience in delivering technical innovation across either the public or private sectors.
- Experience leading project teams.
- Understanding of the operational planning process at national, international or NATO levels.
- Military or civilian experience operating in a Joint environment.
- Understanding of the structures, policies and operating principles of NATO at the strategic and operational level.
- Understanding of the structures and principles of the NATO Training and Exercise portfolio.
- Experience working with other NATO nations/forces in a multinational, international or coalition environment.
- Masters Degree or equivalent in supply chain management, management information systems, accounting, economics, finance, business administration, public administration, operations research, project management or related discipline.
- A qualification in a formal project management methodology. (e.g. PRINCE2).
- A qualification in a formal contract management methodology.

## Personal Attributes/Competencies

Possess excellent communication skills and the ability to persuade senior stakeholders. Considerable maturity and professional judgement is required to make decisions on to ensure seamless provision of high quality support to the JWC and supported Training Audiences. High level of organizational and coordination skills. Excellent managerial, interpersonal, and communication skills with a visionary view to evolving requirements to

meet future challenges. Able to cope with stress, and possessing good health. Must be able to work as a member of a team in a multi-national environment. An analytical, systematic and pro-active approach is important. The duties will require a capacity for original thought, including the incorporation of emerging concepts. The incumbent should be self-motivated and capable of working under pressure.

### Work Environment

The work is normally performed in an office environment.

NOTE: The work both oral and written in this post and in this headquarters as a whole is conducted mainly in English.

Travel on temporary duty may be required for several conferences.

Irregular working hours may be required, especially during exercises/events

### How To Apply For a NATO Civilian Post at JWC:

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed or re-submit the application. Applications will not be accepted after the deadline.

### Remarks:

**NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.**

**Notes for candidates:** The candidature of NATO redundant staff at grade G17/A-3 will be considered before any other candidates.

**Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade G17/A-3, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

**Contract:**

The successful applicant will be offered a three year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**Salary:**

Starting basic salary is NOK 115,763.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at [jwc.recruitment@nato.int](mailto:jwc.recruitment@nato.int).